2.4 D E L H I

2.4.1 Administration: The Education Secretary is the Ex-Officio Director of Archives and he is assisted by a staff of 27 for discharging the duties.

2.4.2 Budget: During 1978-79 a sum of Rs.50,600 was spent out of the budget provision of Rs.51,000 on the non-plan side and a sum of Rs.3,14,600 was spent out of the provision of Rs.3,50,000 on the plan side. There was a provision of Rs.5 lakhs in the Budget Estimate for 1978-79 for capital works. Since the work of construction of building was not taken up during this year, there was no expenditure on this account.

For 1979-80 a sum of Rs.3,63,000 has been allocated on the non-plan side and a sum of Rs.1,00,000 on the plan side. A sum of Rs.9 lakhs has been provided in the Budget Estimate for 1979-80 for capital works.

2.4.3 Building: The Department is functioning at the Secretariat Complex at 5, Sham Nath Marg, Delhi. There is a proposal to construct a new building for the Archives for which a plot has already been purchased. The plans/designs of the proposed building are however presently being revised and it is hoped that the construction of the building will be taken up during the current financial year.

2.4.4 Record-Management: The work of appraisal of records could not be taken up during the period under report. The retention schedule framed by the Government of India is, however, being followed in this Administration. A large number of Offices/Departments have also framed separate retention schedules in respect of their records which were considered to be of un-common nature, and were not covered under the retention schedules framed by the Government of India.

.4.5 Research and Reference: During 1978-79, 6 scholars availed of the research facilities. 200 records were requisitioned by the Government agencies and 750 by research scholars. 2 queries on records from private agencies were also attended to.

.4.6 Reference Media: During the period under review indices of the series of records of the Office of the former Chief Commissioner Delhi Province of the period 1941-50 relating to the following Departments were prepared:
(i) Local Self Government (ii) Finance (iii) Emergency Commission (iv) Record and Routine/Accounts and Establishment (v) Civil Supplies (vi) Press and Passport (vii) Health and Public Works (viii) Excise (ix) Arms (x) Power (xi) Relief and Rehabilitation (xii) War (xiii) Stamps (xiv) Advisory Council (xv) General Administration and Revenue/Revenue and Judicial and (xvi) Planning and Development.

2.4.7 Publication Programmes: No publication programme was undertaken during the period.

2.4.8 Preservation of Records: During the period, 500 records were flattened, 3503 records were repaired with tissue paper, chiffon, and acetate foil and 3500 volumes were guarded and 200 volumes were bound.

2.4.9 Photo-Duplication: A photostat machine and a few microfilm readers have been provided in the unit for the present and about 13,500 copies were made during the period under report. There is a proposal to purchase a microfilm camera also.

2.4.10 Library: During the period under report 390 books were acquired. There is a provision for setting up a separate Library in the Department after the new building comes up.

2.4.11 Other Activities: To arouse consciousness in the general public to preserve their records properly, an exhibition was organised by the Department in August, 1978 which received wide publicity and appreciation from the press and public. To promote the measure further, the Department issued several appeals through the Chief Executive Councillor in the press and arranged for wall

posters, cinema slides and a Radio talk by the Director of Education, the ex-officio Director of Archives. During the period under review, a meeting of the Regional Records Survey Committee was also held which recommended various measures to improve the general condition of records in the Administration.